

bcmfestival

Bridgehampton Chamber Music

Marya Martin, Artistic Director

Bridgehampton Chamber Music Festival

Position: 2026 Festival Stage Manager / Production Assistant

FULL-TIME SEASONAL

Description:

Now entering our 43rd Season, Bridgehampton Chamber Music (BCM) brings the very best of chamber music to Long Island's East End. BCM is seeking an experienced Stage Manager / Production Assistant for BCMF 2026. This is a full-time, seasonal position spanning July 13 - August 17, 2026 taking place in Bridgehampton, NY. The ideal candidate will have experience in production and stage management and a familiarity with classical music. This is an expansive role and the ideal candidate will be comfortable in a festival environment and demonstrate a willingness to pitch-in on additional projects as needed. The ability to lift and move heavy equipment is required.

Dates of Employment & Time Commitment:

- Festival Dates: Monday, July 13 - Monday, August 17, 2026
- Please note that this is a time-heavy commitment. Span of day is often 8:30am-late night. Any conflicts need to be reported at the time of application.

Description of Responsibilities:

- Assist with all production aspects of the festival, including, but not limited to, set-up/tear down of main performance venue (Bridgehampton Presbyterian Church), and off-site venues;
- Professional running of all rehearsals, performances and other venue-related activities throughout the duration of the Festival.
- Review upcoming schedules to ensure smooth operation of the day's events, discuss concerns with the Office & Production Manager and Executive Director.
- Create stage diagrams and rehearse stage changes with the stage team for each concert. Act as the run crew for every performance.
- Maintain a safe and clean area onstage, backstage, in the green room, in the office, and anywhere that staff or artists will have access to in each venue.
- Ensure the stage and green room are clean and stocked with appropriate necessities (paper goods, tables and chairs, etc.)
- Stock & refresh the green room and kitchen each day. Make shopping trips for items that need replacing.
- Attend to artist needs at all times.
- Maintain the highest level of communication with the Staff.
- Other duties as assigned.

Requirements:

- Minimum of 3 years production experience, classical music production greatly encouraged, festival experience a plus.
- Experience with Wenger portable staging, and concert lighting equipment, preferred.
- Must be self-directed and take initiative to complete the tasks assigned at all points throughout the festival, anticipating problems and offering solutions.
- Required work often includes heavy lifting (stage units, heavy furniture, lighting equipment).
- Driver's license required, car a plus.

Additional Information:

- DRESS CODE: Daytime Dress Code: Casual and comfortable, jeans are allowed, closed-toed shoes at all times. Concert Dress Code: Business dress – all black pants, black shirts, black socks & shoes. No jeans or sneakers.
- Housing is provided in a shared house in Sag Harbor with other Festival Staff.
- Production/Stage Manager is responsible for his/her own transportation to and from work.
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Compensation:

- \$1,100/week
- Housing with staff in Sag Harbor (July 13-Aug 17, private room in a shared house)
- Per diem of \$35 for miscellaneous personal expenses.

To apply, please email a current resume and cover letter to:

Corinne Bennett
Office & Production Manager
corinne@bcmf.org